



**BILLING CODE: 3410-30-P**

**DEPARTMENT OF AGRICULTURE**

**Food and Nutrition Service**

**Agency Information Collection Activities: Proposed Collection; Comment Request -  
WIC Program Regulations - Reporting & Recordkeeping Burden**

**AGENCY:** Food and Nutrition Service (FNS), USDA.

**ACTION:** Notice.

**SUMMARY:** In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this proposed information collection. This collection is a revision to a currently approved information collection in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Regulations (7 CFR Part 246) for the reporting and recordkeeping burdens associated with the WIC Program regulations.

**DATES:** Written comments must be received by [insert date that is 60 days following the publication of this notice in the Federal Register].

**ADDRESSES:** Comments may be sent via email to [wichq-web@fns.usda.gov](mailto:wichq-web@fns.usda.gov).

Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov>, and follow the online instructions for submitting comments electronically. In all cases, including when comments are sent via email, please label your comments as “Proposed Collection of Information: WIC Program.”

All responses to this notice will be summarized and included in the request for OMB approval, and will become a matter of public record.

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or copies of the information collection form and instructions should be directed to:

Donna Hines, [Donna.Hines@fns.usda.gov](mailto:Donna.Hines@fns.usda.gov) or (703) 305-2714.

**SUPPLEMENTARY INFORMATION:** Comments are invited on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used; (c) ways to enhance the quality, utility and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

**Title:** WIC Program Regulations – Reporting and Record Keeping Burden.

**OMB Number:** 0584-0043

**Expiration Date:** November 30, 2012

**Type of Request:** Revision to a Currently Approved Collection

**Abstract:** The purpose of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is to provide supplemental foods, nutrition education, and

health care referrals to low income, nutritionally at risk pregnant, breastfeeding and postpartum women, infants, and children up to age five. Currently, WIC operates through State health departments in 50 States, the District of Columbia, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, American Samoa, and the Virgin Islands. Additionally, 34 Indian Tribal Organizations (ITOs) serve as WIC State agencies. The Federal regulations governing the WIC Program (7 CFR Part 246) require that certain Program-related information be collected and that full and complete records concerning WIC operations are maintained. The information reporting and recordkeeping burdens are necessary to ensure appropriate and efficient management of the WIC Program.

The reporting and recordkeeping burdens covered by this Information Collection Burden (ICB) include requirements that involve the certification of WIC participants; the nutrition education that is provided to participants; the authorization, training and monitoring of vendors; and the collection of vendor pricing information in order to comply with the Federal regulations regarding WIC cost containment. State Plans are the principal source of information about how each State agency operates its WIC Program. Information collected from participants and local agencies is collected through State-developed forms or Management Information Systems. The information collected is used by the Department of Agriculture to manage, plan, evaluate, make decisions and report on WIC Program operations. This information collection is requesting a revision in the burden hours due to program changes that have reduced the frequency of certification requirements for children and due to program adjustments that primarily reflect expected changes in the number of WIC participants, WIC authorized vendors, and WIC local

agencies. The revisions increase approved reporting burden by 42,215 hours and increase the total approved recordkeeping burden by 372,489 hours.

**REPORTING BURDEN:**

Affected Public: State, Local and Tribal Government; Individual/Households; and Business or Other for Profit.

Estimated Number of Respondents: 9,011,137 respondents

Estimated Number of Responses per Respondent: 2.79 responses

Estimated Total Annual Responses: 25,126,069

Estimate of Time per Respondent: .13 hours

Estimated Total Annual Reporting Burden Hours: 3,328,939 hours

Current OMB Inventory: 3,286,724

Difference (Burden Revisions Requested): 42,215

**RECORDKEEPING BURDEN:**

Estimated Number of Recordkeepers: 11,929

Estimated number of records: 3,011

Total estimated annual records: 35,919,470

Estimated annual hours per record keepers: .02 hours

Estimated Total Recordkeeping Burden Hours: 695,758 hours

Current OMB Inventory: 323,269

Difference (Burden Revisions Requested): 372,489

Estimated Grand Total for Reporting and Recordkeeping Burden: 4,024,697 hours

**Affected Public: State, Local and Tribal Government,  
Business-for and Not-for-Profit  
WIC Program Regulations - Reporting Burden**

Type of Respondent	Total Number Estimated Number of Respondents (Responses)	Frequency of Response Per Respondent	Total Estimated Annual Responses	Estimated Time (hours) to Complete Each Application	Estimated Burden Hours
<b>STATE, LOCAL &amp; INDIAN TRIBAL GOVERNMENTS</b> (90 WIC State agencies; 1,839 WIC local agencies)	1929	6,531	12,598,157	.2	2,516,924
<b>BUSINESS OR OTHER FOR- PROFIT</b> (48,621 WIC authorized vendors)	48,621	2.23	108,302	1.77	191,987
<b>INDIVIDUAL/HOUSEHOLDS</b> (8,960,587 WIC participants)	8,960,587	1.39	12,419,611	.05	620,028
<b>TOTAL</b>	<b>9,011,137</b>		<b>25,126,069</b>		<b>3,328,939</b>

**WIC Program Regulations - Recordkeeping Burden**

Type of Respondent	Estimated Number Recordkeepers	Estimated Number of Records	Total Estimated Annual Records	Estimated Time (hours)	Estimated Burden Hours
<b>STATE, LOCAL &amp; INDIAN TRIBAL GOVERNMENTS</b> (90 WIC State agencies; 1,839 WIC local agencies, 10,000 clinics)	11,929	3,011	35,919,470	.02	695,758

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Audrey Rowe  
Administrator  
Food and Nutrition Service

August 13, 2012  
DATE

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